



# Paying Fees

## on the Bureau of Cannabis Control Licensing System

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[Logging In](#)

[Paying the Application Fee](#)

[Paying Online](#)

[Final Steps](#)

[Owner Submittals](#)

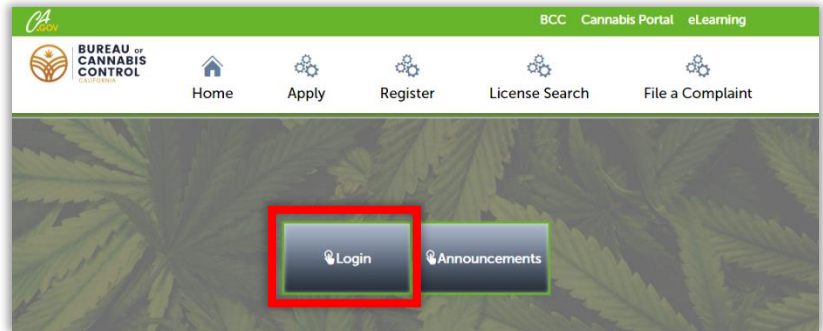
[Application Review](#)

[Paying the Annual License Fee](#)

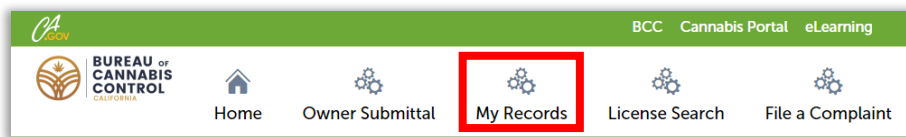
[Issuing the License](#)

## Logging In

Navigate to the Bureau of Cannabis Control's Online Licensing System page.  
Click the **Login** button.



Login using your user name and password. On your Home page, click **My Records** to display your applications and licenses.



Continuing with the application process, the current application number listed in **My Records** shows a status of **Waiting for Payment**, with an **Action** required – **Pay Fees Due**.

Applicants and Licensees						
Showing 1-1 of 1   <a href="#">Download results</a>   <a href="#">Add to collection</a>   <a href="#">Add to cart</a>						
<input type="checkbox"/>	Record Number	Record Type	Legal Business Name	Expires On	Status	Status Date
<input type="checkbox"/>	A9-17-0000076-APP	Adult-Use - Retailer Nonstorefront Application	J. Doe & Co.		Waiting for Payment	11/28/2017
						<a href="#">Pay Fees Due</a>

Click on the **Pay Fees Due** link.  
The next page shows the application fee. After your application fee is paid and your application is approved, you'll also need to pay the license fee.

Listed below are the fees based upon the information you've entered. This does not include a convenience fee for online credit or debit card payment. The convenience fee will be calculated separately and included in the transaction total.

Application/Renewal Fees		
Fees	Qty.	Amount
Application Fee	1	\$1,000.00

TOTAL FEES: \$1,000.00  
Please select the "checkout" button to pay by credit or debit card.

[Check Out »](#) [Cash/Check Option »](#)

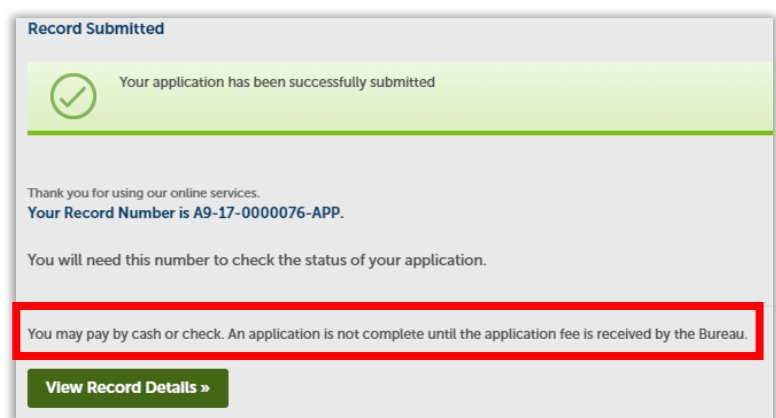
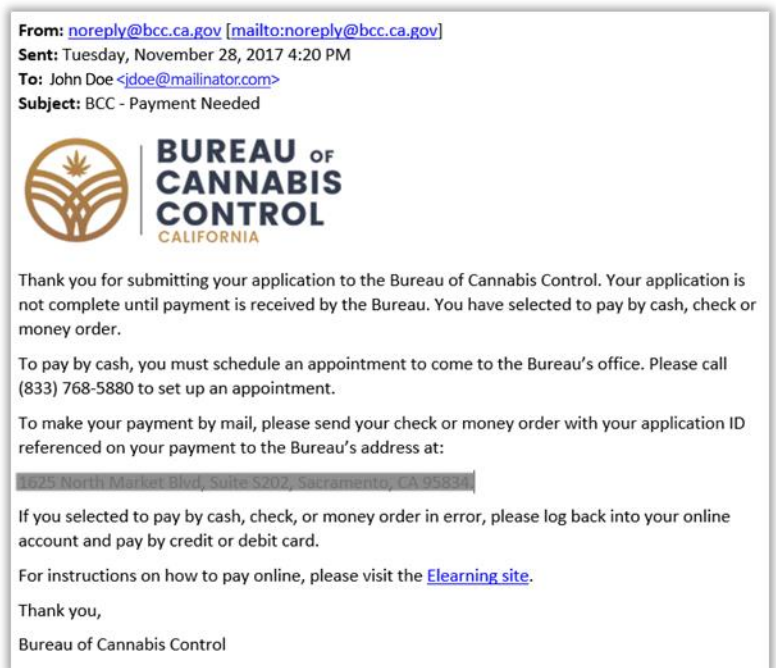
*(Fee amounts are for illustration only, and may not be accurate.)*

## Paying the Application Fee

Your application cannot be reviewed until after you pay the application fee. There are three options for payment:

1. Before submitting, pay online with a credit or debit card (a 2.99% convenience fee is added).
2. Select the **Cash/Check Option** and pay by mailing a check.
3. Select the **Cash/Check Option** and pay cash, by appointment, in person at the Bureau of Cannabis Control headquarters in Sacramento (*call (833) 768-5880 for an appointment and address*).

If you choose the options for check or cash, the system displays a confirmation message and sends you an email reminding you to pay the application fee.



**Note:** If you change your mind and wish to use a credit or debit card, just go back to your **My Records** list, click the **Pay Fees Due** link again and then choose **Check Out**, to pay online.

## Paying Online

The **Pay Now** page shows you the application number and fee you're about to pay. Clicking on **Continue Shopping** returns you to your home page. **Edit Cart** lets you remove items from your cart (for example if you had several fees due and wished to pay only one).

Choose the **Checkout** button to continue to pay online. You are redirected to a third-party payment portal for processing. Enter your phone and billing address.

**Note:** A 2.99% fee is charged by the payment processor for credit or debit card transactions.

The screenshot shows a 'Cart' page with three steps: 1. Select item to pay, 2. Payment information, and 3. Record Submitted. Below the steps, there is a 'PAY NOW' button. Underneath, it says 'No Address' and '1 Application(s) | \$1,000.00'. A dropdown arrow points to 'Adult-Use - Retailer Nonstorefront Application A9-17-0000076-APP' with a 'Total due: \$1,000.00'. At the bottom, it states 'Total amount to be paid: \$1,000.00' and includes a note: 'Note: This does not include additional inspection fees which may be assessed later.' There are three buttons: 'Checkout >>', 'Edit Cart >>', and 'Continue Shopping >>'.

The screenshot shows a 'Payment' page. At the top, there is a blue banner with a notice: 'NOTICE: You are no longer on the Bureau of Cannabis Control's website. This third-party website is for credit or debit card payment processing. The Bureau of Cannabis Control makes no representation nor has any supervision or control over the quality, content, reliability or security of the third-party website, nor shall the Bureau of Cannabis Control be liable for its use.' Below the banner, it says 'Enter the required information below to submit your credit card payment. Accepted credit card types are identified in the "Payment Information" section below. Click on the "CREDIT/DEBIT" text to enter your card information.'

The 'Payment' section has a 'Payee Information' subsection with fields for First Name (John), Last Name (Doe), Phone (XXX-XXX-XXXX), Email ID (jdoe@mailinator.com), and RefNumber (398794). Below this is a 'Billing Address' subsection with fields for Street, City, State (select), and Zip (Postal) Code (XXXXX). The 'Payment Information' subsection shows 'Payment Amount' as 1000.00.

Below the payment information, there is a 'Transaction Summary' table:

Transaction Summary	
Amount Due	\$1,000.00
Convenience Fee	\$29.90
Total Amount Due	\$1,029.90

At the bottom, there is a note: 'A convenience fee of 2.99 % will be charge by a third party processor for this transaction.' and a 'Submit' button.

Next click on the words **CREDIT/DEBIT** next to the credit card logos (only these cards are accepted).

The screen expands to show fields for entering your card number, expiration date, and CVV (security code on the back of your card).

**Payment Information**

Payment Amount: 1000.00

**CREDIT/DEBIT** Accepted Cards:

Card Number:

Expiry Date:  MMYY

CVV:

**Transaction Summary**

Amount Due	\$1,000.00
Convenience Fee	\$29.90
<b>Total Amount Due</b>	<b>\$1,029.90</b>

A convenience fee of 2.99 % will be charge by a third party processor for this transaction.

**Submit**

After your payment is received, you are returned to your account page, where you can view or print a receipt.

Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

**Print/View Receipt**

**123 EAST ST, SACRAMENTO CA 94211**

**A10-17-0000193-APP**

**Application:** A9-17-0000076-APP  
**Application Type:** Licenses/Adult Use Cannabis/Retailer Nonstorefront/Application  
**Address:** 5200 PREMISE AVE, SACRAMENTO, CA 94555

<b>Receipt No.</b>	824
<b>Payment Method</b>	<b>Ref Number</b> <b>Amount Paid</b> <b>Payment Date</b> <b>Cashier ID</b> <b>Received</b> <b>Comments</b>
Credit Card	\$1,000.00 11/14/2017 PUBLICUSER109875

**Work Description:**

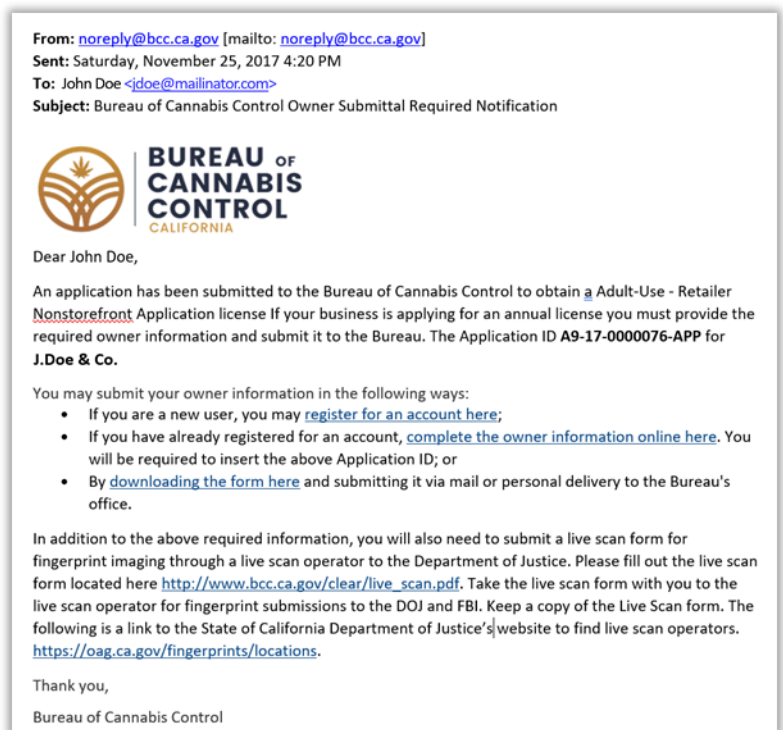
## Final Steps

Once your application fee has been paid, the final steps can occur:

### Owner Submittals

The Licensing system sends emails to your **List of Owners**, asking them to fill out their Owner Submittals.

(Owners not currently registered are sent a separate email with account setup instructions.)



Each Owner registers with the Bureau's Licensing System, signs in, and fills out an Owner Submittal – to understand this process, refer to the **Apply for a License** eLearning Course and Quick Reference, found on the **eLearning** page.

## Application Review

Bureau staff review the application, including attachments, any amendments, and each Owner Submittal.

If the Bureau approves your application, you'll get an email asking you to pay the license fee. When you log back into your account, your **My Records** list will show all completed Owner Submittals, and your application will have the status of **Waiting for Payment**. Click on the green **Pay Fees Due** link.

**From:** [noreply@bcc.ca.gov](mailto:noreply@bcc.ca.gov) [mailto:[noreply@bcc.ca.gov](mailto:noreply@bcc.ca.gov)]  
**Sent:** Thursday, November 30, 2017 2:25 PM  
**To:** John Doe <[jdoe@mailinator.com](mailto:jdoe@mailinator.com)>  
**Subject:** Bureau of Cannabis Control License Fee Notification



**BUREAU OF  
CANNABIS  
CONTROL**  
CALIFORNIA

Dear John Doe,

Application **A9-17-0000076-APP** has been approved by the Bureau of Cannabis Control. Your license fees of \$12,000.00 are now due. Your license cannot be issued until your payment is received. The license fees may be paid online, by mail, or in person. If you are paying in person, please contact the Bureau to make an appointment.

Thank you,

Bureau of Cannabis Control

Applicants and Licensees							
Showing 1-2 of 2   <a href="#">Download results</a>   <a href="#">Add to collection</a>   <a href="#">Add to cart</a>							
<input type="checkbox"/>	Record Number	Record Type	Legal Business Name	Expires On	Status	Status Date	Action
<input type="checkbox"/>	C-17-0000692-OWN	Owner Submittal	J.Doe & Co.-John Doe		Completed	11/30/2017	
<input type="checkbox"/>	A9-17-0000076-APP	Adult-Use - Retailer Nonstorefront Application	J.Doe & Co.		Waiting for Payment	11/28/2017	<a href="#">Pay Fees Due</a>

## Paying the Annual License Fee

As you learned in the **Apply for a License** eLearning Course and Quick Reference (see the **eLearning** page), the annual license fee is based on your response to this question about expected revenue.

Listed below are the fees based upon the information you've entered. This does not include a convenience fee for online credit or debit card payment. The convenience fee will be calculated separately and included in the transaction total.

### Application/Renewal Fees

Fees	Qty.	Amount
License Fee - Greater than 0.5 million to 1.5 million	1	\$12,000.00

TOTAL FEES: \$12,000.00

Please select the "checkout" button to pay by credit or debit card.

[Check Out »](#)

[Cash/Check Option »](#)

At the bottom of this screen, you can decide whether to pay online (a 2.99% service fee is added to credit or debit transactions), pay by check (by mail or in person), or pay in person with cash. As we noted before, paying in person requires that you call first for an appointment – **(833) 768-5880**.

**Note:** For paying the annual license fee online, the process is identical to the one shown above for paying the application fee.

On the screen above, click **Check Out** or, if you do not wish to pay online, click the **Cash/Check Option**.

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## Issuing the License

When the license fee payment is received by the Bureau, your license can be issued. Your new license is listed with the status of **Active**. The expiration date is also listed. You can click on your license **Record Number** to see more details about your license, including your license certificate for posting at your business premises.

Applicants and Licensees							
Showing 1-3 of 3   Download results   Add to collection   Add to cart							
<input type="checkbox"/>	Record Number	Record Type	Legal Business Name	Expires On	Status	Status Date	Action
<input type="checkbox"/>	A9-0000008-LIC	Adult-Use - Retailer Nonstorefront License	J.Doe & Co.	01/01/2019	Active	01/01/2018	
<input type="checkbox"/>	C-17-0000692-OWN	Owner Submittal	J.Doe & Co.-John Doe		Completed	11/30/2017	
<input type="checkbox"/>	A9-17-0000076-APP	Adult-Use - Retailer Nonstorefront Application	J.Doe & Co.		Issued	11/28/2017	